

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING
RECEPTIONIST

*****RE-POST*****

Opening Date: December 6, 2019

Closing Date: December 23, 2019

Criminal Division
KENT COUNTY (102 W. Water Street, Dover)

This is a Casual/Seasonal Receptionist position (37.5 hours per week) without benefits. Pay will be commensurate with experience. There is an *immediate* need to fill this position.

This position manages a very high volume of activity in the Kent County offices. This position answers multiple telephone lines, provides customer service to internal and external callers, and greets and directs walk-in visitors to appropriate meetings with identified Department of Justice personnel. This position is expected to take accurate messages and forward telephone calls. Responds to general questions about the Department of Justice, general questions about the criminal justice system and can give the status of cases. Picks up, sorts and delivers mail and facsimiles received. Sorting of the mail involves the opening of incoming mail, date stamping and distributing the mail in appropriate mail slots or hand-delivering mail to identified personnel. Processes special delivery mail received, ensures mail left for pick up is handled and receives all packages; UPS, FedEx, etc. Duties could include other clerical functions such as typing, preparing folders for jury panels, filing and data entry, copying and collating information or confidential shredding.

Minimum Qualifications:

Ability to multi-task in a very fast-paced work environment.

Experience in answering telephones with demonstrated professional telephone courtesy with the ability to appropriately interact with the public; witnesses, victims.

Must be able to take accurate messages verbal or written.

Experience with processing internal and external mail with the ability to sort.

Excellent organization skills and time management skills.

Excellent verbal and written communication skills.

Working knowledge of proper reception practices and procedures, including eliciting/disseminating routine information.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.